

Ton Duc Thang University
CENTER FOR APPLIED
INFORMATION TECHNOLOGY



Course Lecture

MOS WORD 2016

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- Textbooks

- [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:

- [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
- [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University

Chapter 2

FORMATTING
PAGE

Chapter 2. Formatting page



2.1 Apply and manipulate page setup settings

2.2 Apply themes

2.3 Page color and Page border

2.4 Watermark

Chapter 2. Formatting page



2.1 Apply and manipulate page setup settings

2.2 Apply themes

2.3 Page color and Page border

2.4 Watermark

2.1 Apply and manipulate page setup settings

- 1/. Set page margins
- 2/. Set orientations
- 3/. Set page sizes
- 4/. Format a document in multiple columns
- 5/. Set page breaks and section breaks

2.1 Apply and manipulate page setup settings

1/. Set page margins

2/. Set orientations

3/. Set page sizes

4/. Format a document in multiple columns

5/. Set page breaks and section breaks

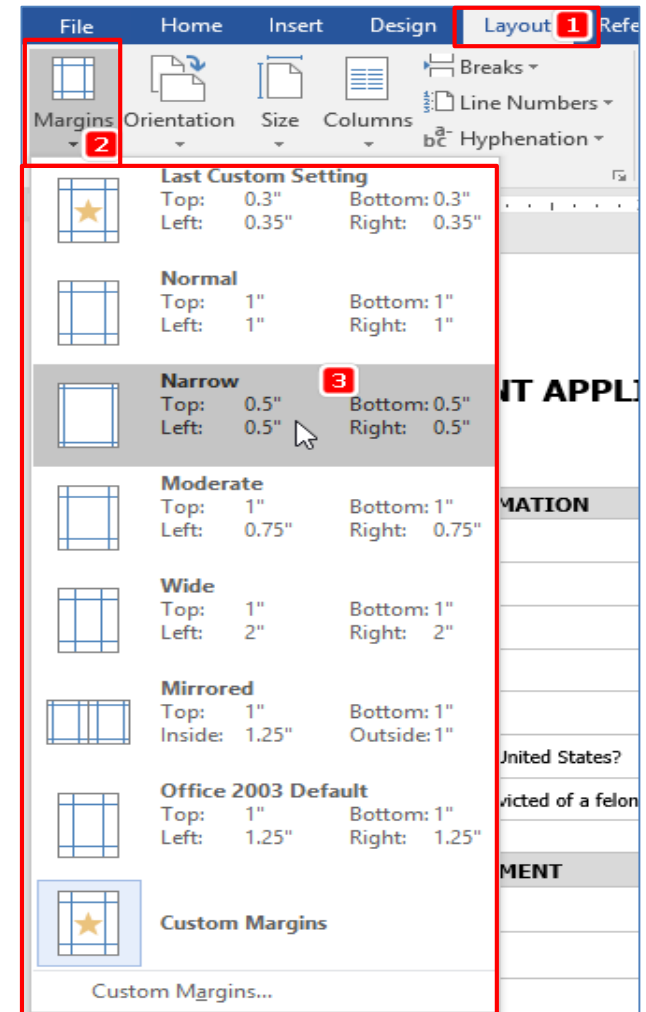
1- Set page margins

- **Change page margins**

- Page margins consist of 4 components:

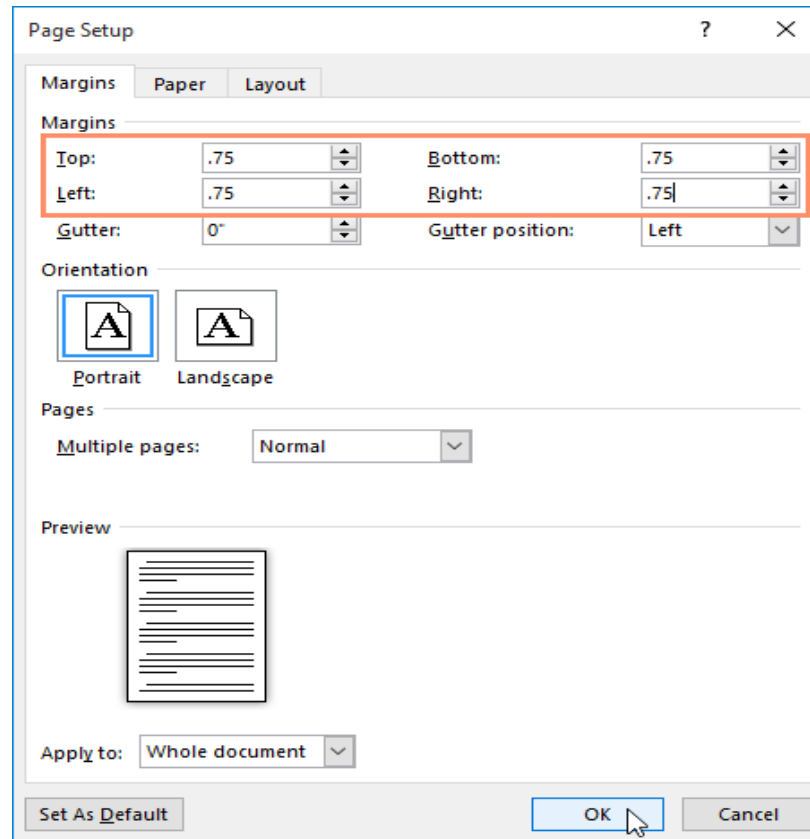
- Left margin (**Left**)
- Right margin (**Right**)
- Top margin (**Top**)
- Bottom margin (**Bottom**)

- **Change page margins: Layout tab**
→ **Margins** → select the suitable margin



1- Set page margins

- **Change custom page margins:** Layout tab → Margins → Custom Margins → customize Left, Right, Top, Bottom in Margins → OK.



2.1 Apply and manipulate page setup settings

1/. Set page margins

2/. Set orientations

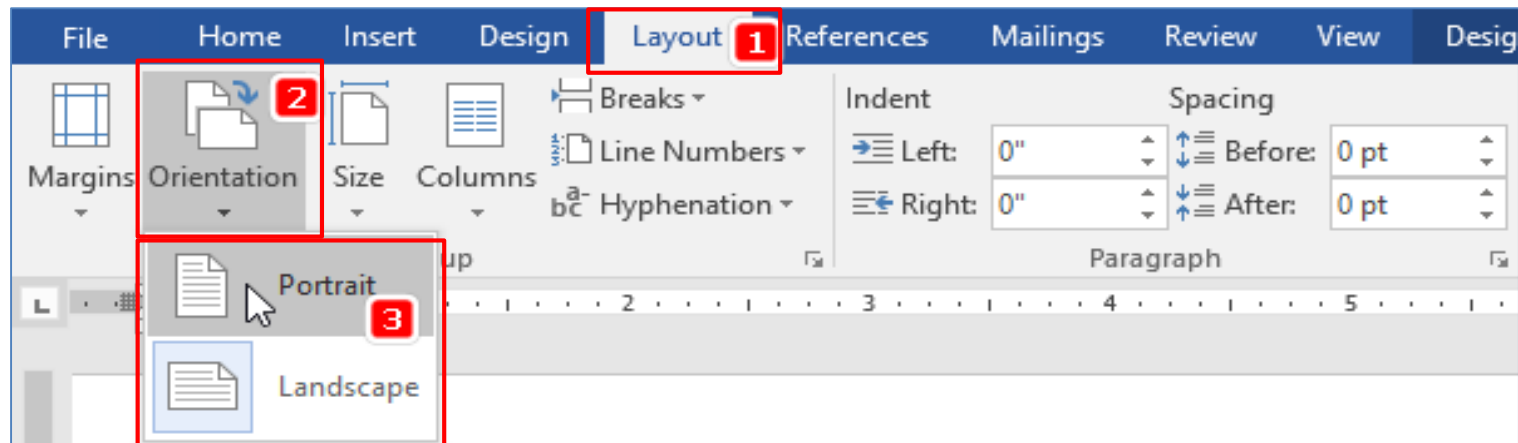
3/. Set page sizes

4/. Format a document in multiple columns

5/. Set page breaks and section breaks

2 – Set orientations

- There are 2 orientations:
 - **Portrait**: be oriented vertically
 - **Landscape**: be oriented horizontally
- **Set orientations**: **Layout** tab → **Orientation** → select the suitable orientation

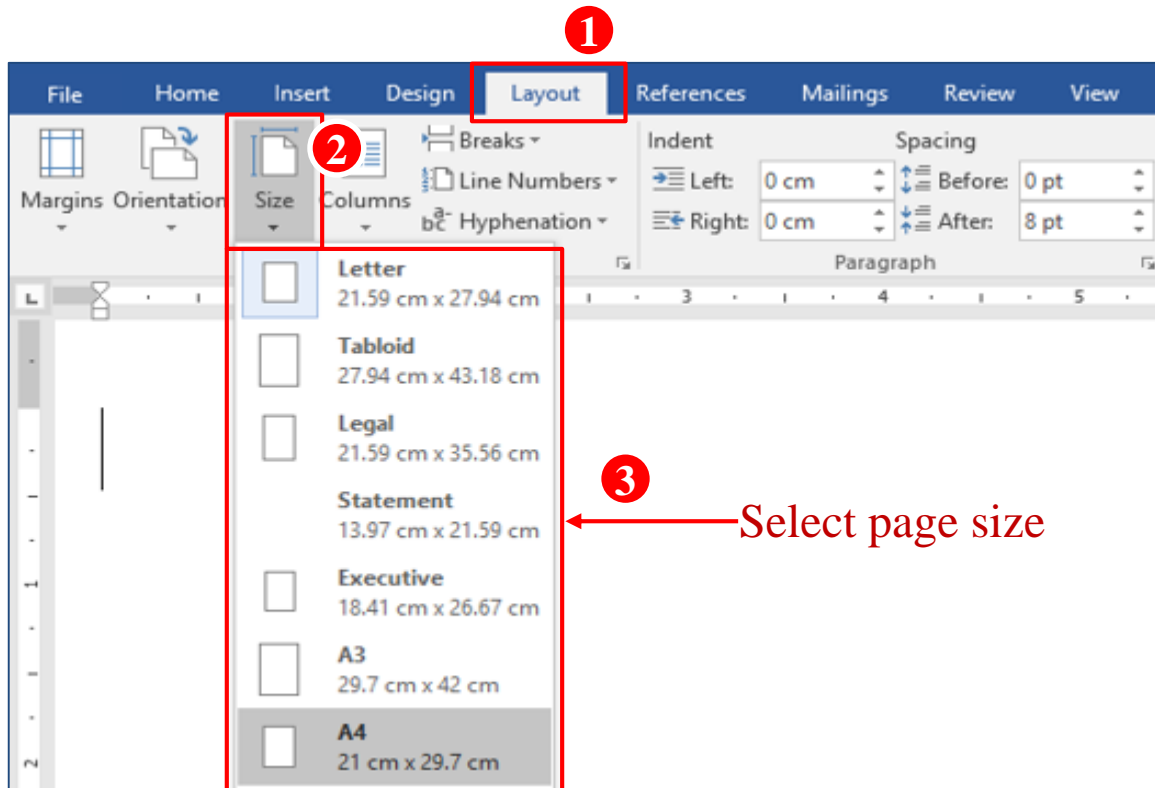


2.1 Apply and manipulate page setup settings

- 1/. Set page margins
- 2/. Set orientations
- 3/. Set page sizes**
- 4/. Format a document in multiple columns
- 5/. Set page breaks and section breaks

3- Set page sizes

- **Set pages sizes:** **Layout** tab → **Size** → select page size → select page size according to the printer in use.

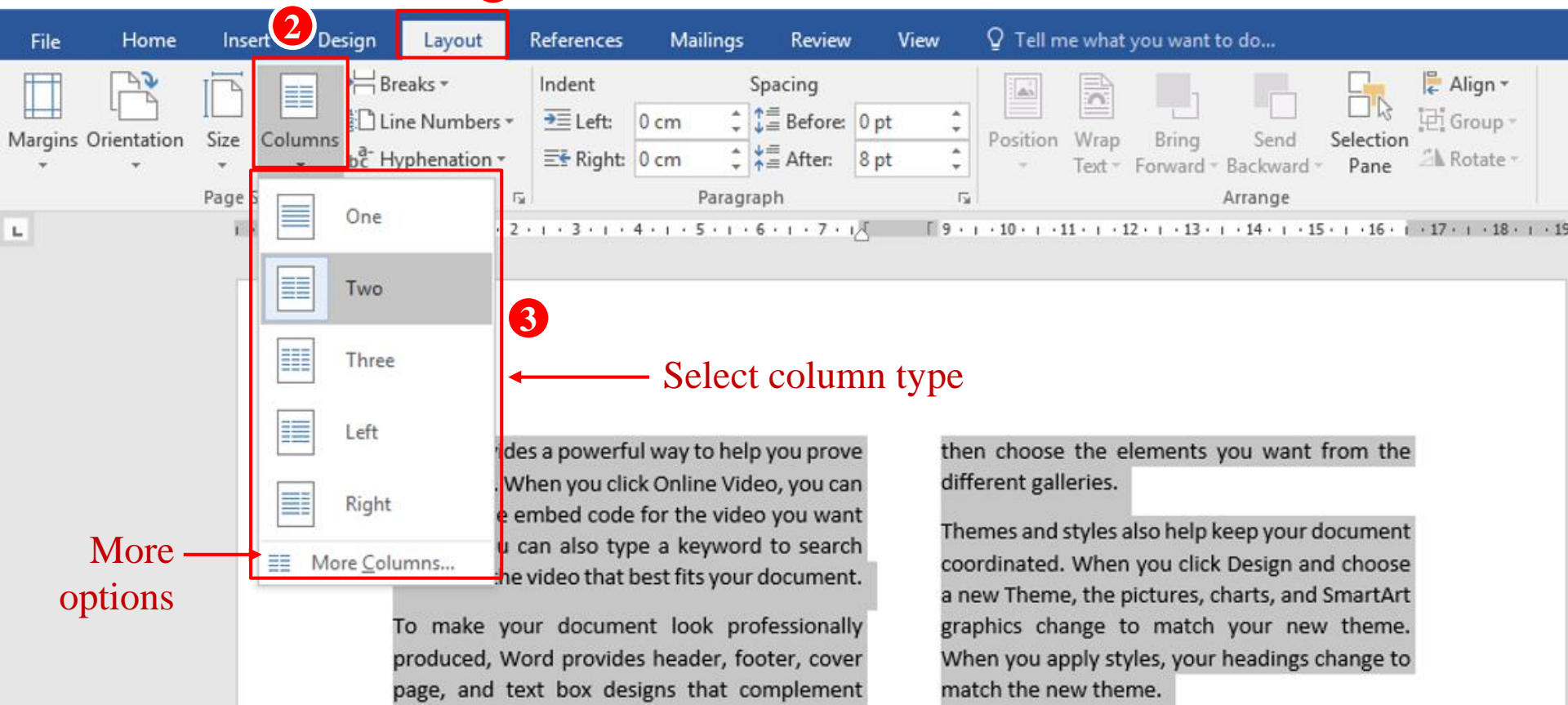


2.1 Apply and manipulate page setup settings

- 1/. Set page margins
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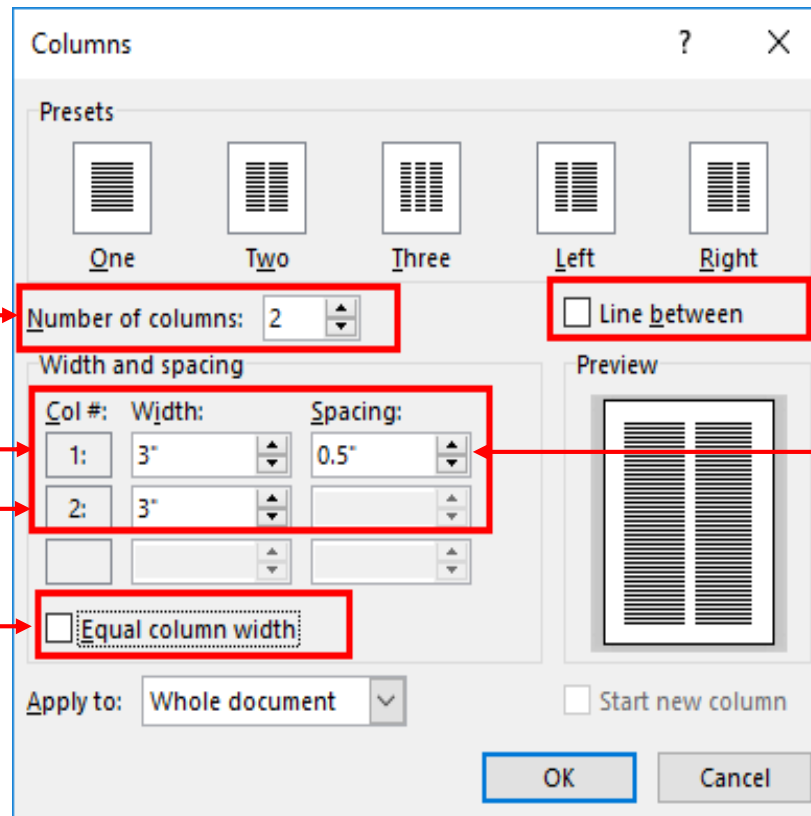
4- Format a document in multiple columns

- **Format in multiple columns:** select the text you want to format in multiple columns – **Layout** tab → **Columns** → select column type.



4- Format a document in multiple columns

- **More options to format in multiple column:** select the text to format in multiple columns → **Layout** tab → **Columns** → **More Columns**.



The number of columns to format

The width of column 1

The width of column 2

Equal or unequal column width

Line between columns

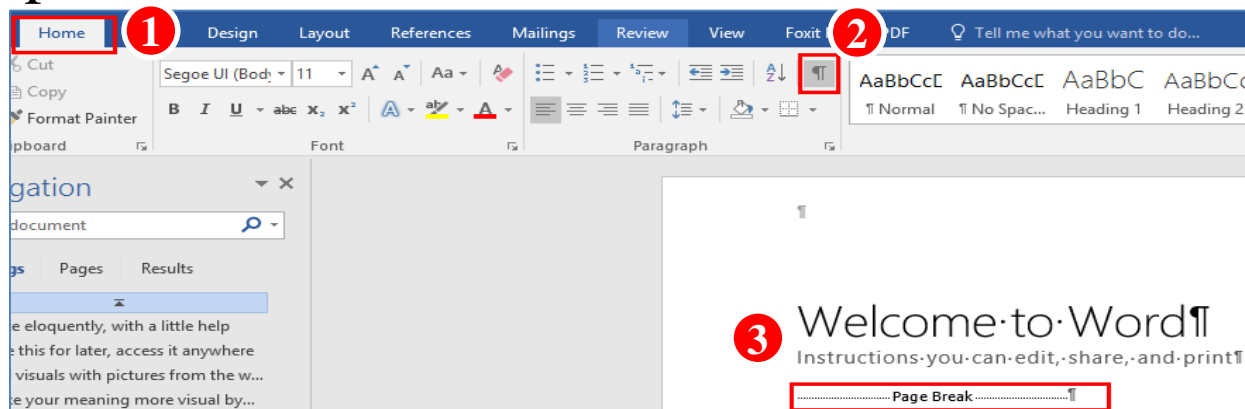
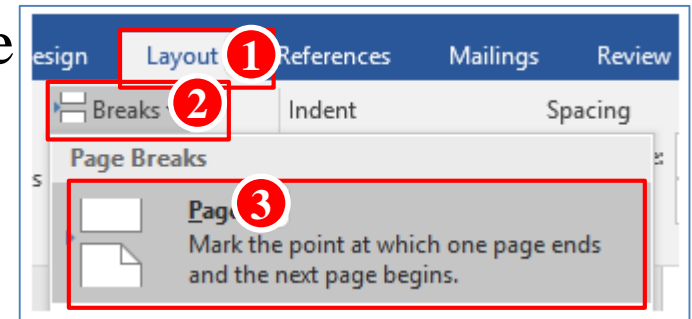
Spacing between columns

2.1 Apply and manipulate page setup settings

- 1/. Set page margins
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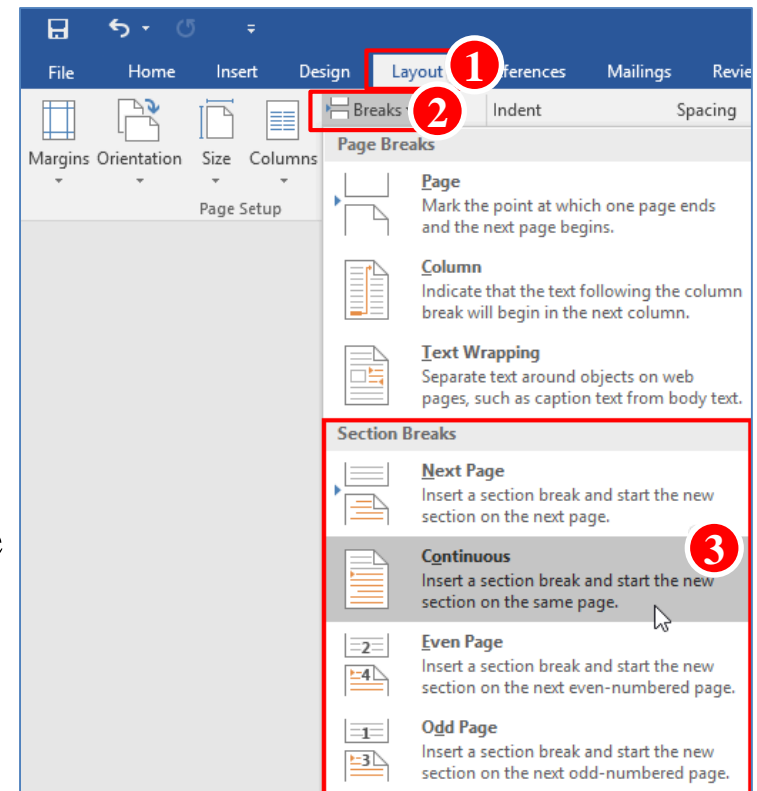
5- Set page breaks and section breaks

- **Insert a page break:** Put the cursor at the position you want to break → **Layout** tab → **Breaks** → **Page**
- **Delete a page break:** Display non-printing characters in Word (**Home** → **Show/Hide**) → select the **Page Break** line you want to delete and press **Delete**.



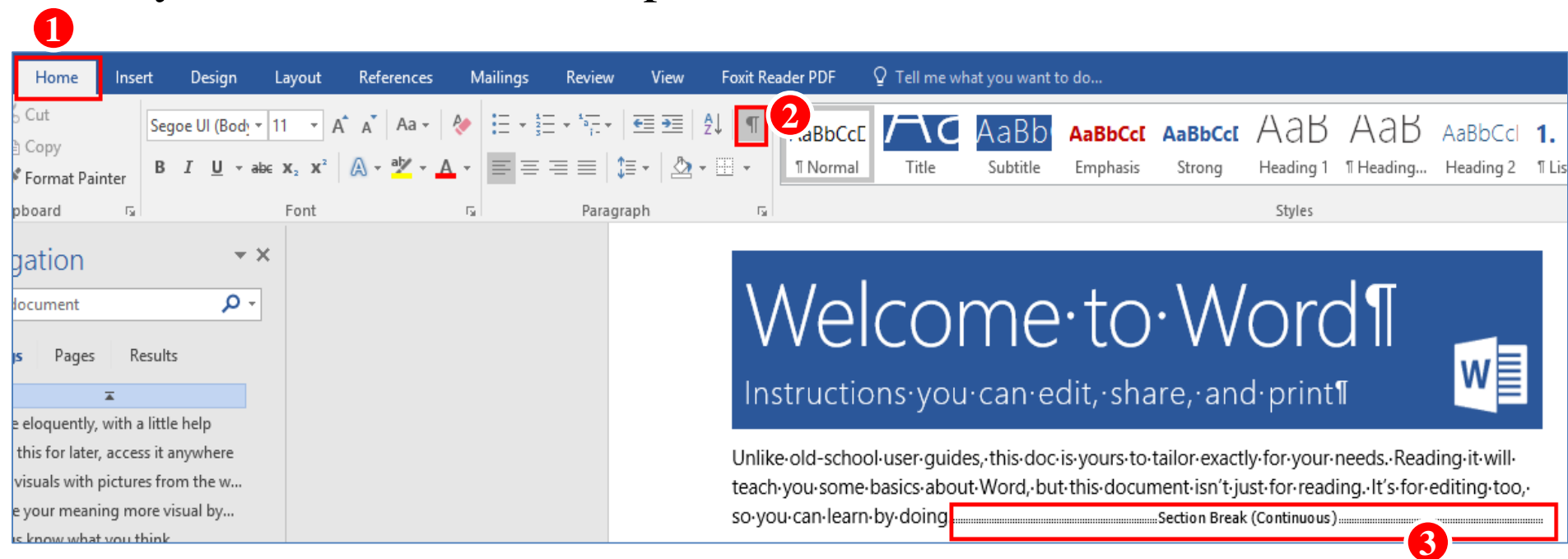
5- Set page breaks and section breaks

- There are 3 types of section breaks:
 - **Next Page:** Insert a section break and move to the next page.
 - **Continuous:** Insert a section break and stay in the same page.
 - **Even Page and Odd Page:** Insert a section break and move to the next even page or the next odd page.
- **Insert a section break:** Put the cursor at the position you want to break → **Layout** tab → **Breaks** → select the type of section break.



5- Set page breaks and section breaks

- **Delete a section break:** Display non-printing characters in Word (**Home** → **Show/Hide**) → select the **Section Break** line you want to delete and press **Delete**



Chapter 2. Formatting page



2.1 Apply and manipulate page setup settings

2.2 Apply themes

2.3 Page color and Page border

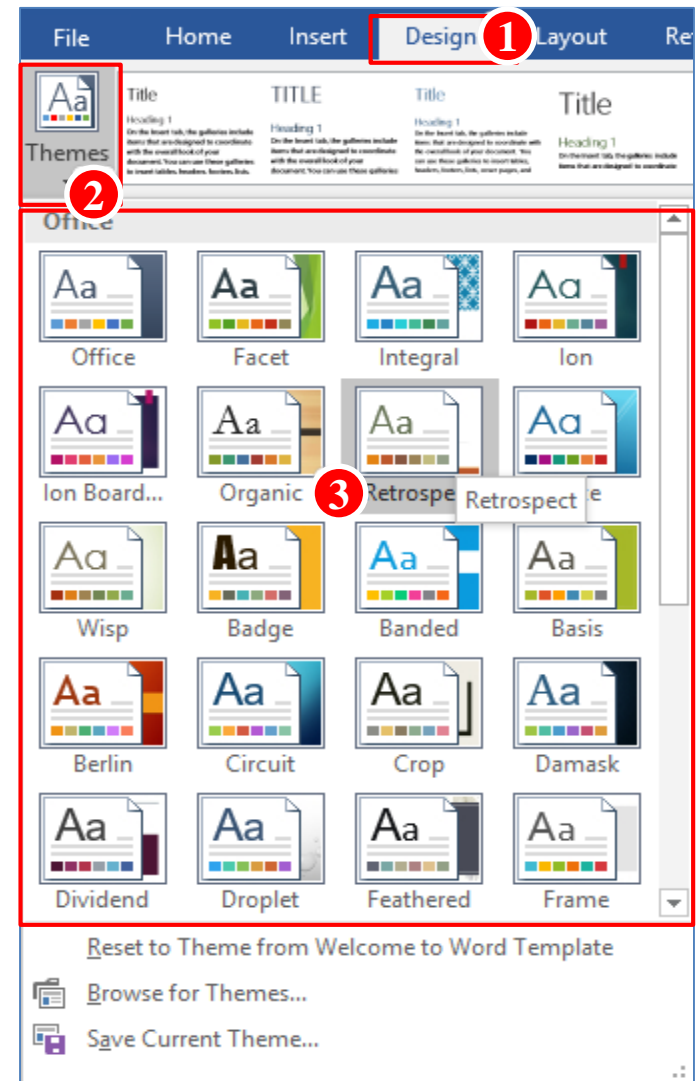
2.4 Watermark

2.2 Apply themes

- 1/. Apply themes to the document
- 2/. Change theme colors, theme fonts and theme effects
- 3/. Save the modified theme

2.2 Apply themes

- **Theme:** a combination of colors, fonts and effects
- **Apply a theme to the document**
 - **Design** tab → **Themes** → select the theme.



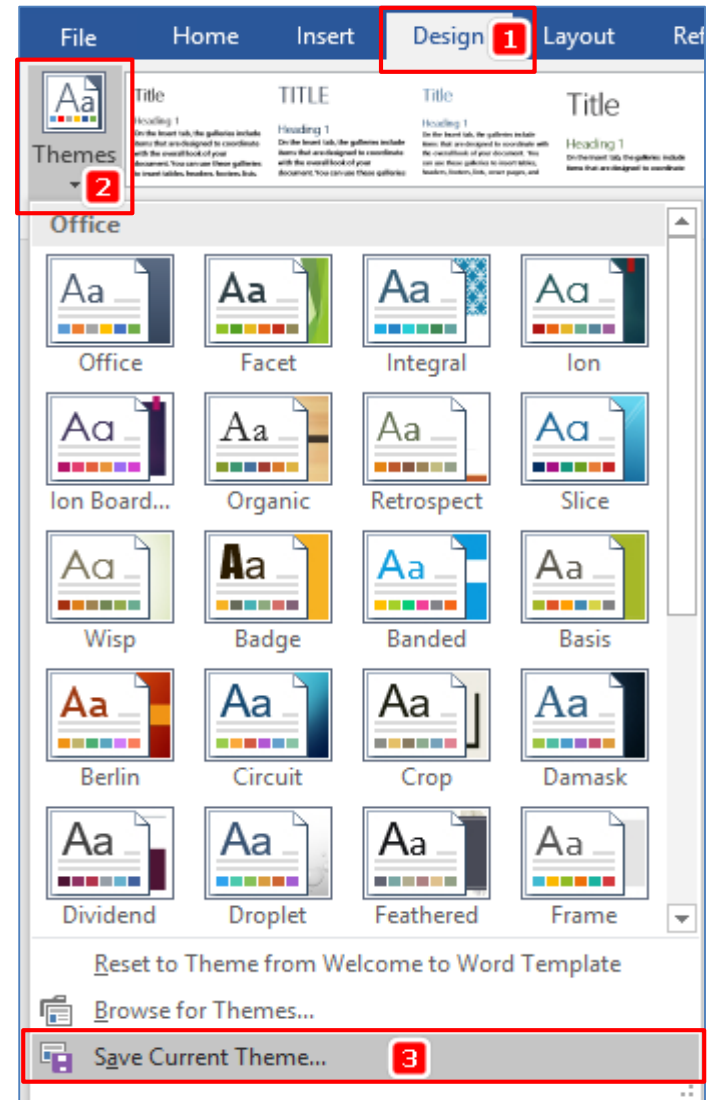
2.2 Apply themes

- Change theme colors:
 - **Design** tab → **Colors** → select theme color.
- Change theme fonts:
 - **Design** tab → **Fonts** → select theme font.



2.2 Apply themes

- **Save the modified theme**
 - **Design tab → Themes → Save**
 - current Theme → Enter the name of the new theme.**



Chapter 2. Formatting page



2.1 Apply and manipulate page setup settings

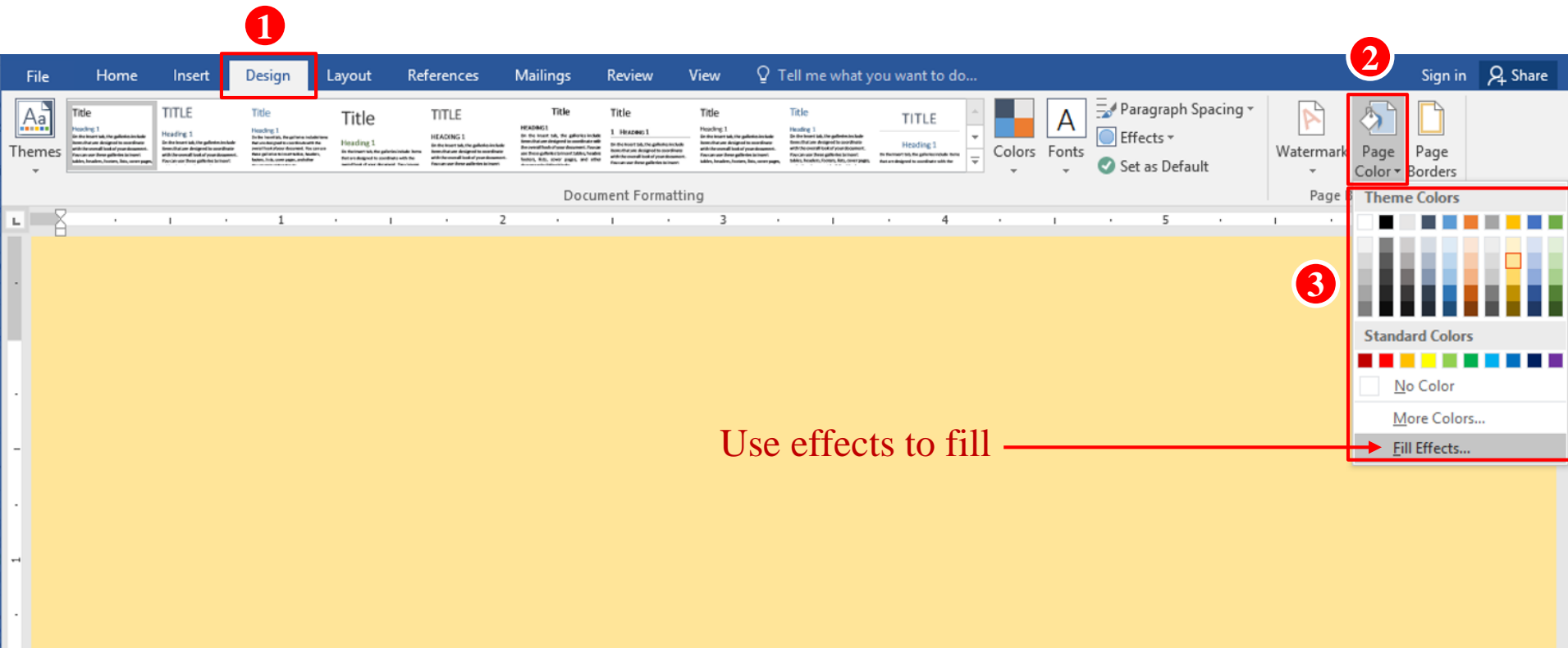
2.2 Apply themes

2.3 Page color and Page border

2.4 Watermark

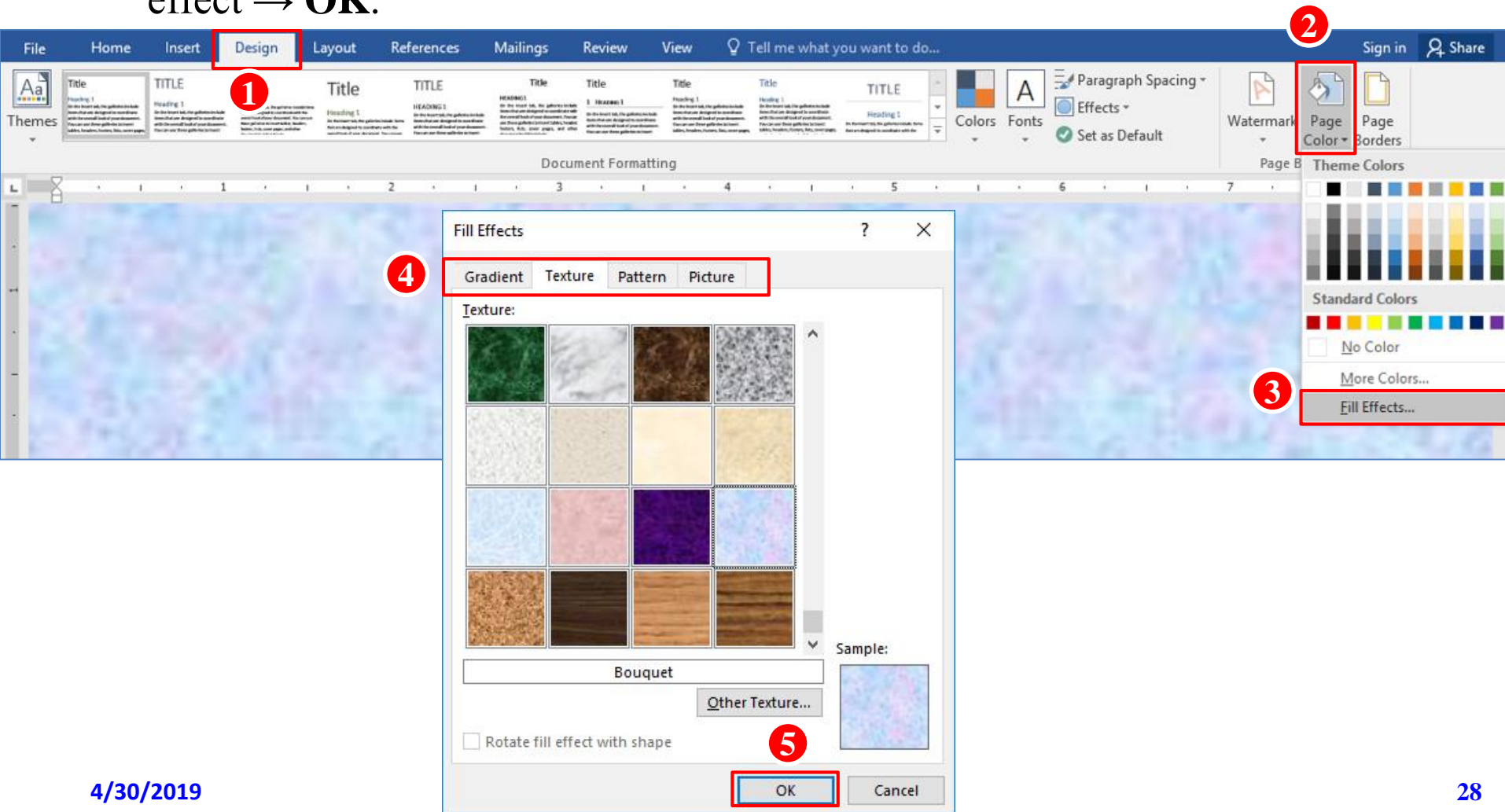
2.3 Page color and Page border

- Format page color: **Design** tab → **Page Color** → select the page color



2.3 Page color and Page border

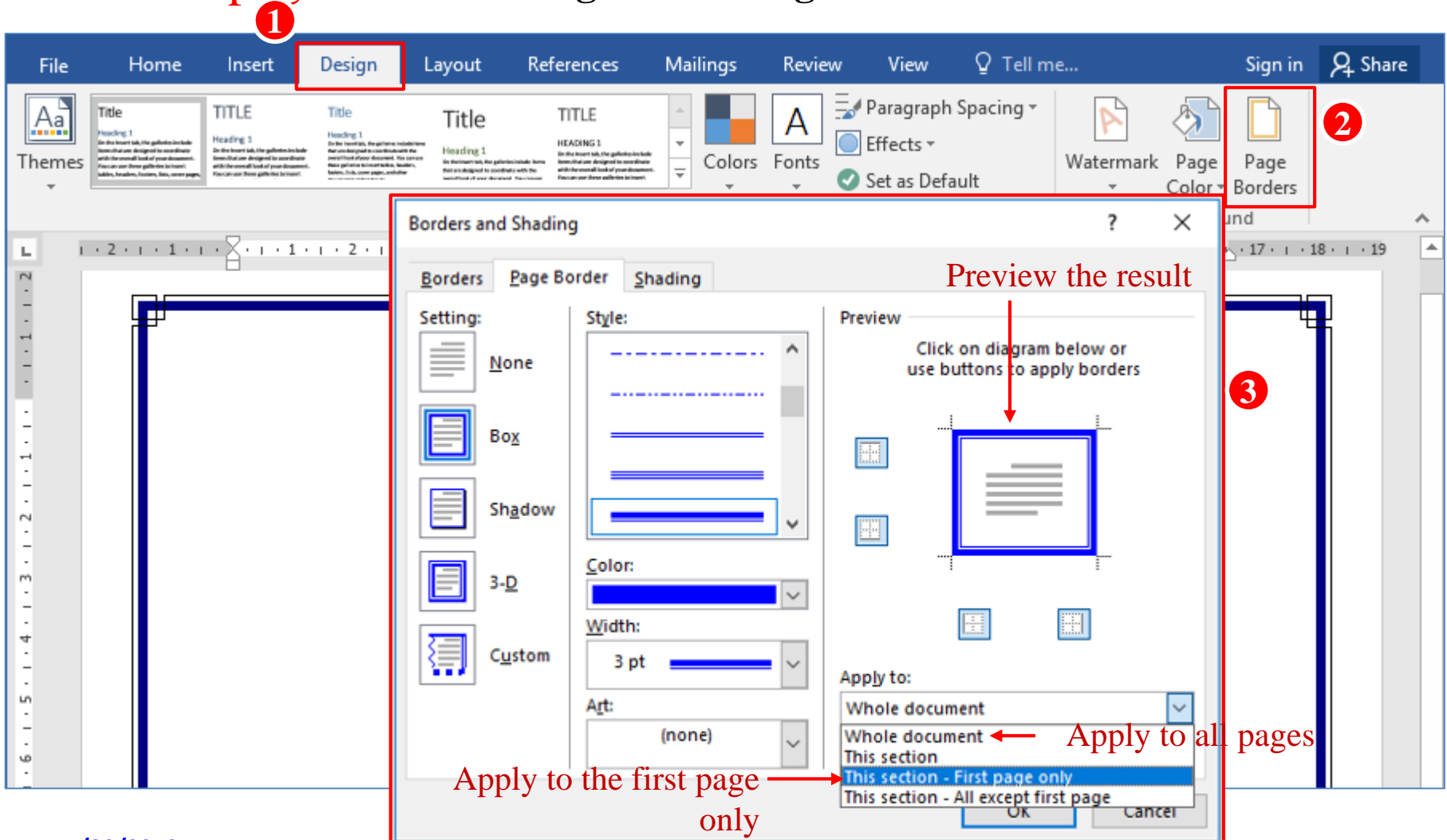
- **Change fill effects:** Design tab → Page Color → Fill Effects → select the effect → OK.



The screenshot illustrates the process of changing the page fill effect in Microsoft Word. The interface shows the Design tab selected in the ribbon (1). The Page Color button is highlighted in the Page Background group (2). The Fill Effects dropdown menu is open, showing various options (3). The Texture tab is selected within the Fill Effects dialog box (4). A grid of texture samples is displayed, with the 'Bouquet' texture selected (5). The OK button is highlighted to confirm the selection.

2.3 Page color and Page border

- Format page border: **Design** tab → **Page Borders**.



The screenshot illustrates the steps to format page borders in Microsoft Word. The **Design** tab is selected in the ribbon, and the **Page Borders** button is highlighted. The **Borders and Shading** dialog box is open, showing the **Page Border** tab. The **Setting** is **Box**, the **Style** is a solid blue line, the **Color** is blue, and the **Width** is 3 pt. The **Preview** section shows a document with a blue border. The **Apply to** dropdown is set to **Whole document**, and the **Apply to the first page only** option is highlighted. Red annotations include: '1' pointing to the Design tab, '2' pointing to the Page Borders button, '3' pointing to the Preview section, and arrows pointing to 'Apply to the first page only' and 'Apply to all pages'.

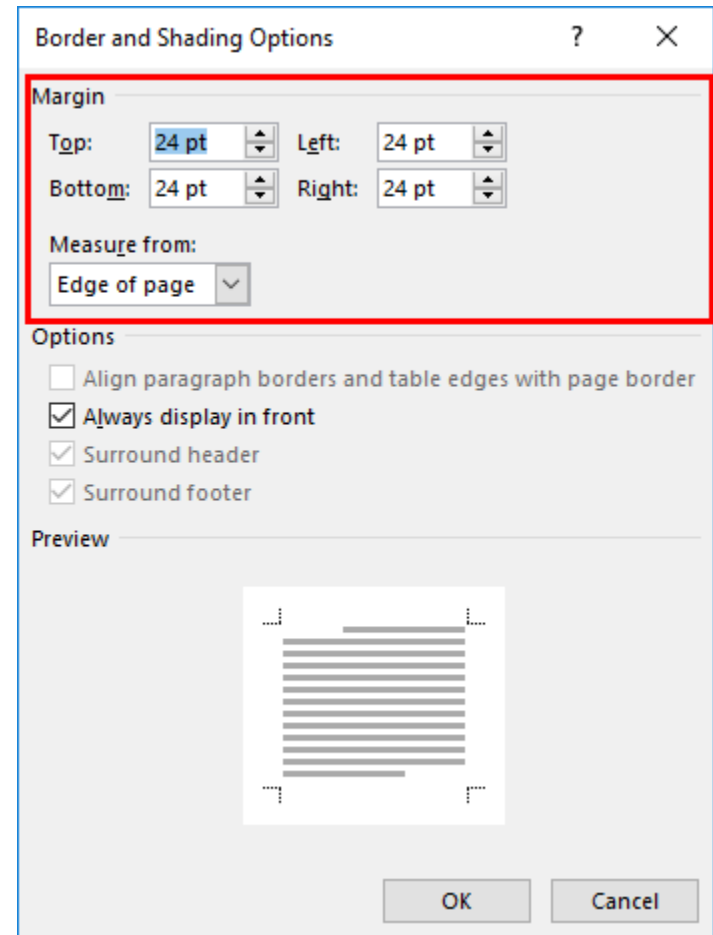
2.3 Page color and Page border

- **Customize the border options:**

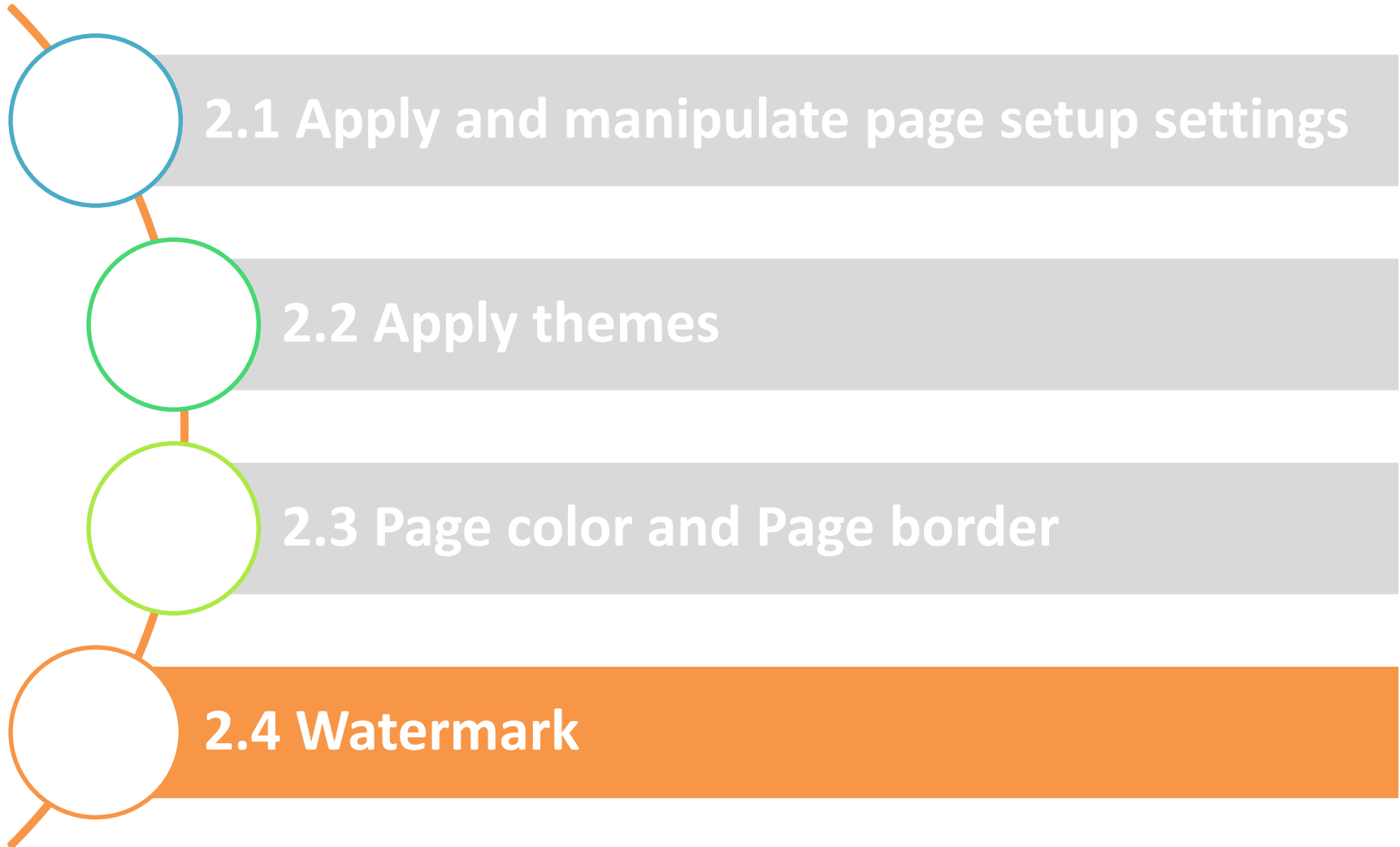
Design tab → Page Borders →

Options:

- **Measure from:**
 - **Text:** the border is measured from text inside.
 - **Edge of page:** the border is measured from the edge of page outside.
- **Margin:** Change top, left, bottom, right margins.

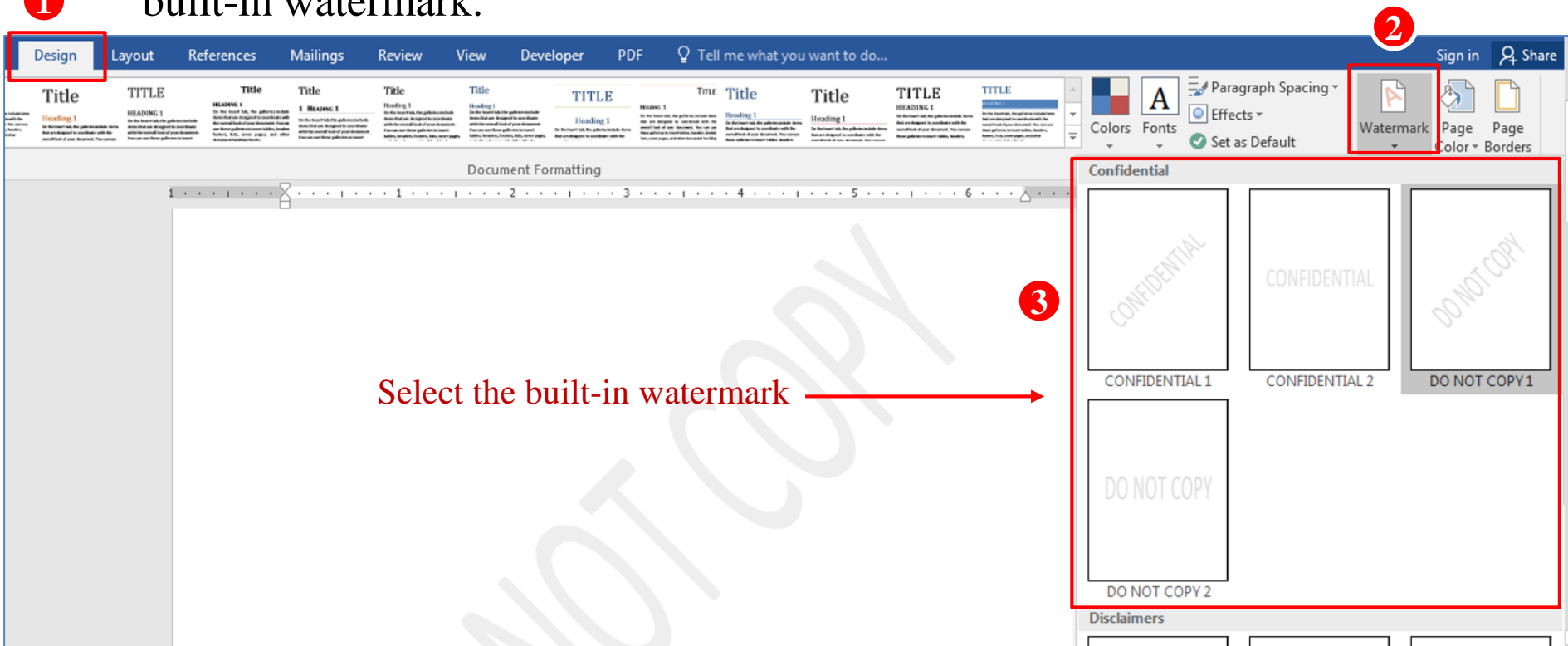


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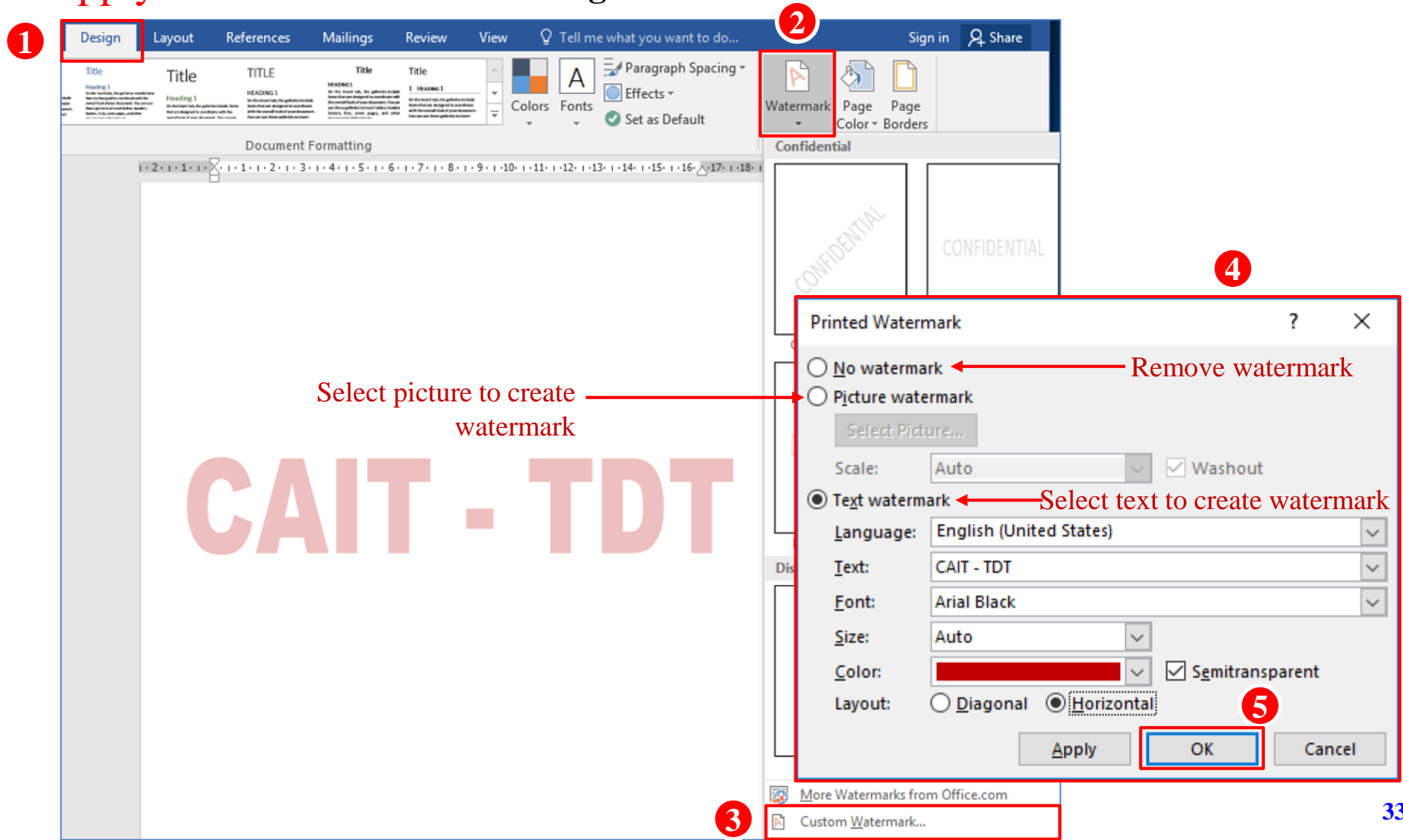
2.4 Watermark

- **Watermark**: a way to set the copyright of the document.
- **Apply built-in watermarks**: **Design** tab → **Watermark** → select the built-in watermark.



2.4 Watermark

- Apply custom watermark: **Design** tab → **Watermark** → **Custom Watermark**.



1 Design

2 Watermark

3 Custom Watermark...

4 Printed Watermark

5 OK

Select picture to create watermark

Remove watermark

Select text to create watermark

CAIT - TDT

Printed Watermark

☐ No watermark

☐ Picture watermark

Select Picture...

Scale: Auto

☒ Washout

☒ Text watermark

Language: English (United States)

Text: CAIT - TDT

Font: Arial Black

Size: Auto

Color: [Red]

☒ Semitransparent

Layout: ☐ Diagonal ☒ Horizontal

Apply OK Cancel

More Watermarks from Office.com

Chapter 2. Formatting page



2.1 Apply and manipulate page setup settings

2.2 Apply themes

2.3 Page background and Page border

2.4 Watermark